



City of Farmers Branch
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Farmers Branch, TX 75234
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PUBLIC INFORMATION REQUEST

Please use this form to request copies of records from the City of Farmers Branch ("City")

Name: _____

Mailing Address: _____

City/State/Zip _____

Phone: _____ Email Address: _____

Please provide a detailed description of the requested information (name of record being requested, specific date/time frame of record or list, etc.)

I understand the City is under no obligation to create a document to satisfy my request or comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act, and the City reserves the right to seek an opinion from the Texas Attorney General with regard to release of said information. If an Attorney General's opinion is sought by the City, you will be notified in writing.

After 30 pages, there is a fee of \$.10/page for standard paper copies. Additional fees may apply for nonstandard copies. If applicable, there is also a \$15/per hour fee for information requiring extensive research.

Signature of Requestor: _____ Date: _____

For Review of Records Only:

I have been provided access to the above described record(s).

Signature of Requestor: _____ Date: _____

City Use Only:

Date Received: _____ Date Disclosed to Requestor: _____

Comments: _____
